

Highly Capable Services Timeline 2018-2019



December: 12/6/18 - 1/9/19

- Referral window open for current FWPS scholars, grades K-11
- Referrals accepted from staff, families, scholars, and community members
- Referrals trigger an evaluation process and review of data
 - While 2nd graders do not require a referral to trigger the CogAT assessment, the referral information is valuable and used by the committee for qualification. If you feel a scholar will benefit from Highly Capable Services, please submit a referral, regardless of grade level.

January: 1/15/19 - 2/1/19

- HC Department compiles most recent data from district/state assessments (iReady, IRLA, SBA, etc.) for the District Highly Capable Multi-disciplinary Selection Committee (HCMSC)
- Parent permission to test forms distributed and collected for referred scholars

February: 2/1/19 – 3/8/19

- CogAT testing for all referred scholars who have parent permission (grades K-1, 3-11) and all 2nd grade scholars

March: 3/8/19 - 3/29/19

- District HCMSC reviews data for all 2nd grade scholars and all referred scholars
- HCMSC’s determinations communicated to families and schools

April – May:

Consent Process	Appeal Process
<ul style="list-style-type: none"> • 4/22/19: Parent consent for HC services for the 2018-2019 school year due • 4/25/19: Lists of eligible scholars with consent on file sent to principals • 4/25/19 - 5/17/19: Building level HC teams meet to determine services/placement of eligible scholars 	<ul style="list-style-type: none"> • 3/29/19 - 4/22/19: Appeal window open • 4/23/19 - 5/10/19: Appeal data processed; additional assessments administered as needed • 5/13/19 - 5/17/19: The committee’s final decision will be sent in writing to the person filing the appeal • If a scholar is determined to be eligible via appeal, a letter and request for consent will be sent to the parent/guardian; consent due to the district office by May 24, 2019.

What is the FWPS process for identifying scholars for Highly Capable Services?

- 1st – **Refer:** Parents, community members, teachers, staff members, and scholars may refer a scholar for consideration to receive highly capable services during the referral window (or, for scholars new to the district, within 10 days of enrollment)
- 2nd – **Assess:** Additional assessments administered, as needed, with parent/guardian permission
- 3rd – **Decide:** The District's Multi-disciplinary HC Selection Committee reviews scholar data and determines eligibility for HC services, based on multiple measures (including district/state assessments)
- 4th – **Notify:** Notification of scholars eligible to receive services beginning in the following school year (except for Kindergarten or newly enrolled scholars who missed the most recent referral window, for whom services begin in the current school year)
- 5th – **Consent:** Parent/guardian permission for HC services

What is the process to appeal a decision about ineligibility for services?

- An appeal form must be completed and submitted to the HC department within the appeal window. It must include specific, new information that might impact the decision by the selection committee.
- If needed, additional assessments will be initiated by the selection committee; outside assessments will not be considered.
- The person filing the appeal will be notified of the result.
- Appeal decisions are final and cannot be appealed.

How can a scholar be exited from receiving highly capable services?

Parents/Guardians may choose to decline services when they are initially offered or may notify the building principal that they no longer want the scholar to receive HC services. (Such a request will be forwarded to the Coordinator of Highly Capable Services, who will work with the selection committee, teacher, parent, and/or scholar to determine whether or not to exit the scholar.)

What types of services are available to scholars in Federal Way Public Schools?

- Each school has a continuum of services that could include, but is not limited to: differentiation, enrichment, and/or acceleration.
- The services may be delivered in a general education, a cluster-grouped, or a self-contained classroom.
- Secondary schools may also provide services through advanced programs, extra-curricular clubs, academic competitions, and/or partnerships with outside agencies.

What is the CogAT?

- The CogAT is an online, multiple-choice cognitive test that measures ability in three areas: verbal, quantitative, and spatial reasoning.
- All referred scholars (who have parent permission) and all 2nd graders will be assessed with the CogAT 7 Screener in February 2019.
- The information gathered from the CogAT will be used to support identification of those scholars who are in need of Highly Capable Services.